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B.C.A.I (Sem-I) Question Bank
Office Automation

Q1 MCQ questions (10 Questions for 1 Mark each)

Q1. What is the function of Ctrl + B in Ms-Word

A. it converts selected text into the next larger size of the same font

B. it adds a line break to the document

C. it makes the selected text bold

D. it applies italic formatting t the selected text

Q2. Graphics for word processor is

A. peripheral

B. clip art

C. highlight

D. execute

Q 3. What is the function of CTRL+R in MS-Word

A. open the print dialog box

B. update the current web page

C. close the current window

D. none of these

Q 4. Which of the following is / are the additional features of Ms Word 2007?

A. quick access toolbar

B. ms button

C. ribbon

D. all the above

Q 5In Microsoft Word shortcut key CTRL+W is used for

A. open the print dialog box

B. update the current web page

C. close the current window

D. none of these

Q 6. Which shortcut key is used to spell check in MS-Word?

A. f1

B. f2

C. f7

D. f9

Q7. Why headers and footers used in MS -Word

A. to enhance the overall appearance of the document

B. to mark the starting of a page

C. to make large document more readable

D. to allow page headers and footers to appear on document when it is printed

Q 8. The minimum number of rows and columns a word table can have is

A. zero

B. 2 rows and 1 column

C. 2 rows and 2 column

D. 1 row and 1 column

Q 8. What is the extension of Word files?

A. dot

B. txt

C. fil

D. doc

Q9. Which of the following is used to create newspaper style columns?

A. format columns

B. table insert table

C. format tabs

D. insert textbox

Q 10. Which of the following is / are word processing software?

A. ms word

B. easy word

C. wordperfect

D. all of above

Q11. Bold, Italic, Regular are known as

A. text effects

B. font effects

C. font styles

D. word art

Q12. Changing the appearance of a document is called

A. editing

B. proofing

C. formatting

D. all of above

Q13. What is the default font used in MS Word document?

A. times new roman

B. arial

C. algerian

D. none of the above

Q14 You cannot close MS Word application by

A. choosing file menu then exit submenu

B. press alt+f4

C. click x button on title bar

D. from file menu choose close submenu

Q15 Which file starts MS Word?

A. winword.exe

B. word.exe

C. mswo

D. exe

Q16 Borders can be applied to

A. cells

B. paragraph

C. text

D. all of above

Q17 Portrait and Landscape are

A. page orientation

B. paper size

C. page layout

D. all of above

Q18 Which of the following is not a font style?

A. bold

B. italics

C. regular

D. superscript

Q19 What is the extension of power point file?

A. .pmt

B. .pnt

C. .ppt

D. .pdf

Q20 Which short cut key inserts a new slide in current presentation?

A. ctrl+n

B. ctrl+m

C. ctrl+s

D. all of above

Q21 Which of the following method can insert a new slide in current presentation?

A. right click on the slide panel and choose new slide

B. from insert menu choose new slide

C. click on new slide button on toolbar

D. all of above

Q22 From which menu you can access Picture, Test Box, and Chart etc?

A. file

B. edit

C. insert

D. view

Q23 If you want to insert some slides from other presentation into current one choose

A. from insert menu choose slides from files

B. from insert menu choose slides from presentation

C. from insert menu choose slides

D. none of above

Q24 To insert slide numbers

A. insert a text box and select insert >> page number

B. insert a textbox and select insert >> number >> page number

C. choose insert >> slide number

D. insert a new text box and select insert >> slide number

Q25 In a PowerPoint presentation

A. sound clips can be inserted but not movie clips

B. movie clips can be inserted but not sound clips

C. both cannot be inserted

D. both can be inserted

Q26 Which of the following font effect is not available in PowerPoint Font dialog box?

A. underline

B. shadow

C. emboss

D. strikethrough

Q27 If you select Insert >> Picture >> From File

A. you can insert pictures and clipart

B. you can insert clipart only

C. you can insert pictures only

D. none of above

Q28 To start slide show of a presentation

A. hit f5 key

B. from slide show menu choose view show option

C. from slide show menu choose rehearse timing

D. both a & b

Q29 If you have a PowerPoint show you created and want to send using email toanother person you can add the show to your email message as a (an)

A. inclusion

B. attachment

C. reply

D. forward

Q30 In order to edit a chart, you can

A. triple click the chart object

B. click and drag the chart object

C. double click the chart object

D. click the chart object

Q31 To exit the PowerPoint

A. click the application minimize button

B. click the document close button

C. double click the applications control menu icon

D. double click the document control menu icon

Q32 special effects used to introduce slides in a presentation are called

A. effects

B. custom animations

C. transitions

D. present animations

Q33 In email, addresses separate the user name from the ISP using the _____symbol.

A. &

B. @

C. %

D. $

Q34 The mail server as defined in the text uses the _____ protocol.

A. http

B. ftp

C. pop

D. smtp

Q35 Internet is governed by_____.

A. microsoft corporation.

B. adobe.

C. dish net.

D. none of these.

Q36 Which of the following is not a web browser?

A. internet browser

B. netscape communicator.

C. netscape navigator

D. adobe pagemaker.

Q37 URL stands for_____.

A. uniform resource locator.

B. uniform resource ladder.

C. uniform resource locator.

D. uniform reserved locator.

Q38 WWW means_____.

A. world wide wan.

B. world wide web.

C. world wan web.

D. world wan web.

Q39 WWW uses the following protocol?

A. http.

B. ftp

C. wwwc

D. smtp.

Q40 FTP is acronym of_____.

A. file transfer protocol

B. file transmission protocol.

C. free transfer protocol.

D. file terminal protocol.

Q41 Website is a collection of_____.

A. audio files.

B. video files.

C. image files.

D. html files.

Q42 When you open Internet, the first page is referred to as_____.

A. master page.

B. home page.

C. first page.

D. title page.

Q43 Internet can be used for_____.

A. uploading.

B. downloading.

C. chatting.

D. all of these.

Q44 In an e-mail address @ is used. It represents_____.

A. domain name.

B. senders name.

C. recipients name.

D. network name

Q45 Real time textual talk is called_____.

A. chatting.

B. browsing.

C. surfing.

D. www.

Q46 WAN stands for_____.

A. wire and network.

B. wire accessible network.

C. widely accessible network.

D. wide area network

Q47 The internet means_____.

A. network of computer.

B. network through links.

C. network of electronic devices.

D. network of electrical devices.

Q48 In internet terminologies, "IP" stands for_____.

A. intranet protocol.

B. internet protocol

C. individual protocol.

D. industrial protocol.

Q49 The area that contains the URL or web address of the active web page is calledthe_____ bar.

A. address

B. menu.

C. link.

D. browser.

Q50 ISDN stands for ____.

A. integrated standard digital network.

B. integrated service digital networking

C. integrated service digital network.

D. independent standard digital

Q2) Give reasons or Short Answer type questions.(10 marks for Each)

Q1What is Internet and web browser?

Q2 Give uses of Internet?

Q3 Define web addressing and URL?

Q4 Explain Browser and its types?

Q5 Explain open office writer?

Q6 Write procedure for inserting graphics in writer?

Q7 Explain CC and BCC in email?

Q8 Explain downloads procedure in website?

Q9 Explain footnotes and end Notes in Ms-Word?

Q10 Explain spells check in Ms-Word?

Q3) Broad questions (10Marks each)

Q1 Explain Uses of Internet in detail?

Q2 Explain different types of internet connection in detail?

Q3 Explain Broadband components in detail?

Q4 Explain wireless components in detail?

Q5 Describe downloading and uploading for website in detail?

Q6 Explain Ms-Word GUI in detail with diagram?

Q7 what is writer? Explain its Components?

Q8 Explain PowerPoint presentation GUI In detail?

Q4) Write Short Notes on –

Q1 Web Browser

Q2 History of Internet

Q3 URL

Q4 Broadband connection

Q5 Email

Q6 CC and BCC

Q7 Bullets and Numbering

Q8 Spell Checks

Q9 Mail Merge

Q10 Templates in word

Q11 Clip Arts in word

Q12 writer

Q13 Animation in PowerPoint

Q14 Merging and sorting in MS-Word

Q15 Ruler in MS-Word

Q16 Wrapping in MS Word

Q17 Word completion tool

Q18 Undo and Redo

Q19 Social Networking sites

Q20 Wi-Fi and Wi-Max